

Policy Statement

POLICY: Lapsed License

The Board for Examiners Nursing Home Administrators recognizes that an individual may inadvertently allow his/her license to expire. However, statute prohibits an individual from working as a Nursing Home Administrator unless he/she has an active and unrestricted license. While the Board does not condone an individual working on an expired license, recognition is given to the fact that the problem does exist. As such, the Board has adopted the following procedures for reinstatement of an expired or administratively revoked license.

- Immediately upon recognition that his/her license has expired, the individual must stop practicing and contact the board's administrative office to request a reinstatement application.
- Upon receipt of the reinstatement application, the individuals are to complete the application in its entirety, providing a detailed work history since the license expiration date. The application is to be signed, notarized, and returned to the board's administrative office along with any additional information and all fees specified in the instructions.
- Upon receipt of a completed reinstatement application, supporting documentation, including continuing education, and fees, the board administrator may immediately reinstate a license, which has been in an expired status for less than three months.
- If the reinstatement application received reflects in the work history that the individual has worked in excess of three months on an expired license, the board will present to the licensee official notice which specifies payment of a fine in the amount of \$100 per month for every month worked in excess of three months from the expiration date. If the licensee is found to be delinquent on more than one occasion the license shall be brought before the board of disciplinary proceedings.

Adopted by the Board of Examiners for Nursing Home Administrators on the 18th day November, 2002.

For further information, please use the contact information provided below:

Board of Examiners for Nursing Home Administrators

Local (Nashville Calling Area)	615-532-3202
Nationwide (toll free)	800-778-4123

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